News Notes

Edited by Helen Yoxall

Adelaide City Archives

Correspondent: Robert Thornton

The Archives recently undertook an analysis of who its major categories of customers were in order that its services may be better tailored and made more responsive to their needs. Besides providing help to hordes of local historians and genealogists, a number of other prominent groups of users were identified. Among its many and varied customers who have benefited from being able to access evidence of the past are:

- architects, engineers, planners and property developers who make use of its vast and unique collection of city building and landscape plans in developing construction work and environmental, residential and commercial design projects.

- students, teachers and educators who access its holdings to prepare assignments and course materials for use in the city's numerous educational institutions

- tourism and hospitality industry operators who use the records to publicise cultural tourism, develop city tours and produce promotional and decorative marketing materials highlighting the city's historic attractions and distinctive cultural heritage

- conservation specialists and heritage consultants who need to consult a range of archival records when preparing conservation plans for historically important city sites and locations

- building owners, interior decorators and designers interested in renovating and restoring properties who obtain information from old plans, photographs and other records to assist them with their projects

- real estate agents, valuers and property managers wanting plans of properties for maintenance or valuation purposes, or to find out about their history and former uses to assist in preparing marketing and sales portfolios

• lawyers and insurance assessors who rely on the evidence contained in archival records to prepare reports or cases requiring litigation

• media representatives who use archival material as part of their presentations for the printed or visual media.

The Adelaide City Council's recently adopted Corporate Plan 1999 to 2004 seeks to promote Adelaide as a 'Historically Important City', one which 'maintains the legacy and pattern of Adelaide's unique plan and Park Lands'. The strategies to be put in place to achieve this outcome will, it is stated, 'communicate the historical importance of the City and preserve evidence of its importance'.

Within this broadly conceived framework for the city's future direction the Council's Archives is poised to play a key role. The Archives is the custodian of the city's documentary heritage. It contributes to the achievement of the Council's intended outcome by preserving evidence of the city's historical importance through the care and management of archival material relating to its history. This material is accessible to the public and is used to communicate the uniqueness and importance of Adelaide's cultural heritage and historic past and the part the Council has played in preserving this.

The Council's Corporate Plan also aims to stimulate and sustain the city's growth and prosperity by encouraging and assisting major investment and development initiatives which directly benefit the urban economy. The Archives is well positioned to play a minor but nevertheless important part in this process by facilitating access to information on which decisions can be made and projects developed.

This is particularly true in the case of new developments. The Adelaide City Council is unique among local government authorities in this state in that it has preserved plans of all building work undertaken in the city since 1924, including additions and alterations to existing buildings. To date the Archives collection consists of more than 44,000 separate building work applications comprising several hundred thousand plans, together with their accompanying specifications and structural calculations.

Needless to say the plans are much sought after by users: architects, engineers, builders, tradesmen, interior designers and decorators, insurance assessors, real estate agents, property assessors, students, fire safety officers, demolition specialists, property owners, investors and prospective purchasers, heritage consultants, householders and historians – all have need to examine these plans, in addition to the Corporation's own staff who also require almost daily access to them. In fact requests to view building plans currently comprise

approximately one-third of the total 1600 customer enquiries received by the Archives each year.

By far the majority of these requests come from persons connected to the building and development industry, predominantly architects and engineers who are looking at erecting, refurbishing or repairing buildings within the city. There is a direct economic advantage to these professionals in being able to quickly access plans of existing building work instead of having to go through the time-consuming and expensive process of remeasuring and redrawing plans of premises. In the case of engineering projects, the plans and their accompanying calculations are often the only means of obtaining vital information about a building's structural integrity.

The Archive's vast collection of city building plans is therefore an important and irreplaceable resource which, in a small but significant way, is directly assisting in facilitating projects which ultimately contribute to the economic progress and development of the City of Adelaide.

Archives Office of Tasmania

Correspondent: Ian Pearce

Computer systems

A major part of the Archives Office's activities has been directed towards preparation for a change in our computer systems. The Office has recently acquired the Archives One system developed originally for the Queensland State Archives, to be installed in its customised version in April 2000. Archives One is a highly integrated system for archival management in a government environment with sufficient flexibility to enable it to be adapted to our particular circumstances. It replaces our main system which was designed some years ago and which also had background software which had Year 2000 compliancy problems, and a number of smaller databases and manual systems. Ensuring that information is not lost and that we remain able to operate effectively during the transition period between the decommissioning of the old system at the end of 1999 and going live with the new system has required a significant proportion of the Office's resources during much of 1999.

Internet site

The Archives Office website has had a major restructure recently in order to make it more coherent and cohesive for easy navigation. There has also been a considerable increase in the amount of information provided for use by government agencies, particularly policies and guidelines dealing with records

issues, as well as training courses in a range of areas. The site continues to have a high usage rate, especially the genealogically oriented databases.

Opening hours

Public opening hours were reviewed and then rearranged to make better use of the Office's resources resulting in a decrease in after hours opening during the week and an increase in hours at weekends. This has proved to be popular with public users of the Office and significantly less disruptive to staff rostering arrangements.

Australian War Memorial Research Centre

Correspondent: Paul Mansfield

New collection management system

In late 1999, the Memorial signed a contract for the replacement of our current collection management system with MultiMIMSY 2000, developed and supplied by Willoughby Associates of Chicago. The system is in use in over 50 museums in America, Canada and the United Kingdom, including the National Museum of American History at the Smithsonian Institution and a consortium of museums in the UK. The Memorial will be Willoughby's first MultiMIMSY Australian site.

The installation of the system and training of Memorial staff by Willoughby in November 1999 is being followed by the lengthy and complex task of mapping and converting the 370,000 existing records into the new system, testing procedures for the software and training of all Memorial system users. While collection management staff have been familiarising themselves with the features of the new system the development team have been focused on the mapping and conversion, and have already completed this process for our 7,000 Private Records collections. The system, which has been named MICA (Memorial Integrated Collection Access), is planned to come online in mid-2000.

MICA will contain all the collection development and management data held in the current system, but will also provide extra functionality for the retrieval, manipulation and storage of information about the collection. Enriched information such as multiple digital images, video, audio and unstructured text in addition to the traditional data will also be available. The system is organised in three wholly interrelated sections:

• Master Catalogue: MultiMIMSY 2000 stores item information in an easy-to-use electronic catalogue card called the 'Master Catalogue'.

Information about the items in the collection can be queried, browsed, entered, or output in custom reports and forms. Repeatable fields detail control numbers, dates, descriptions, collectors, makers, donors, vendors, etc, while toggle windows hold detailed information about each field, helping to keep the main screen uncluttered.

- Activities: The system's 'Activity Archives' stores the detailed transactional history of all the items in the collection, holding information relating to acquisition and accession, deaccession and disposal, condition and conservation history, exhibition planning, loans, location history, audit records, valuation and insurance, reproduction, and so on.

- Authorities: MultiMIMSY's powerful 'Knowledge Authorities' enable the Memorial to store and navigate the rich fabric of information that surrounds the collection. Knowledge Authorities can be interlinked with one another and with Master Catalogue items records. There are authorities for events (which have affected collection material); people and organisations (creators, donors, collectors, etc); places (of origin of collection material); publications (related to the collection); subjects; locations (where collection material is housed).

Research Centre evaluation

The last report noted that an evaluation of the new Research Centre, now more than twelve months old, was to be conducted. This is part of a broader evaluation of the Memorial's whole gallery development process, in which three areas – building and grounds, work processes and procedures, and the new galleries (Orientation, Second World War and Research Centre) – are to be assessed. The process is expected to begin in January 2000. It will examine the end results of the redevelopment process – that is, were set outcomes achieved? were there unintended results? The data needed for the Research Centre evaluation is to be gathered through three surveys and a series of focus groups. The surveys are targeted at visitors to the Memorial in the Research Centre's Online Gallery (brief interviews as they leave), visitors to the Reading Room (written survey forms) and Memorial staff who use the Research Centre (meetings with Research Centre and other staff). The focus groups comprise small numbers of regular public Research Centre users talking in depth about services.

Website

Ongoing development of the Memorial's website, which has recently been rated within the top 250 Australian sites, has included an improved front-

page design, updated or entirely new sections, and new databases. As well as new information on the Memorial's galleries and grounds, battlefield tours and corporate management, there are short articles in the Conflicts section covering all the colonial era conflicts and, coinciding with the Australian peacekeeping mission with Interfet forces in Timor, brand new pages on the wartime history of Timor, including photographs. Much work has been going into new biographical databases. Photographs have been added to the Roll of Honour database, and a Boer War Nominal Roll and the First World War Nominal Roll (a full and detailed list of the approximately 330,000 members of the first Australian Imperial Force) are now available. Possible future database additions include a nominal roll of the Australian Naval and Military Expeditionary Force (which operated in German New Guinea in 1914) (AWM190) and the Second World War Roll of Honour circulars (AWM108).

An online exhibition to accompany the *Out in the Cold* travelling exhibition, marking the fiftieth anniversary of the start of the Korean War, is being planned. An online survey form on the site for visitors to complete has been added to the site. Preliminary planning for what it likely to be a long and complex process of adding an e-commerce facility to the site, is also underway. A full review of the site is planned for mid-2000.

Collection management and development

A particular focus is the development of a standard digital structure for Research Centre finding aids and guides. This is being scoped in unison with a redevelopment of the Memorial's website, the intention being to produce and make existing guides and information sheets more accessible online through the application of EAD (Encoded Archival Description) as a descriptive standard. The Memorial has a particularly diverse collection of printed and Word document finding aids matching the variety of materials - private records, map collections, 'special' collections of souvenirs, leaflets, cards, sheet music and so on.

Research Centre staff are currently trialling XMetal, which seems a full-featured authoring and editing package for this purpose. Initially, three Private Records templates (to the Dunlop, Blamey and Neil Davis collections), and a guide to the Memorial's souvenirs, are to be marked up and tested.

The major microfilming project of the Second World War unit war diaries (the 450 shelf metre series AWM52) has now begun, with the filming as a pilot project of the control series of registers (AWM129) and part of the first class of headquarters diaries. It is intended to film approximately 70 boxes in this financial year and 40 metres in subsequent years. The microfilming of the 'Weary' Dunlop diaries (PR00926) has been completed.

A notable addition to the Private Records collection was the personal diaries of Sister Muriel Knox Doherty, founder in the Second World War of the RAAF Nursing Service. The Memorial has held a large collection of her papers, including letters, scrapbooks and photographs as well as the five diaries, since she donated them in 1960 (collection number: 3DRL/2518). The diaries, however, were sealed in a calico bag as a 'time capsule' and subject to the special instructions of Sister Doherty, who died in 1988, that they not be opened until 2000. The opening took place in the Research Centre, to considerable and sustained national media interest, on 5 January.

Edith Cowan University Graduate Diploma of Science (Archives and Records)

Correspondent: Karen Anderson

The School of Computer and Information Science at Edith Cowan University is very pleased to announce that the Australian Society of Archivists has recognised both the Graduate Diploma of Science (Archives and Records) and the Records Management Minor. (The latter can be combined with other undergraduate studies.) These two courses have also been recognised by the Records Management Association of Australia. The RMAA also recognises the University Certificate in Public Sector Records Management, a shorter course designed for those who do not have university entrance qualifications.

Mark Brogan, Lecturer in Recordkeeping achieved his Masters degree from Murdoch University in mid-1999. Mark's studies in information policy culminated in a survey of recordkeeping practices by Internet Service Providers [see article based on his research in this issue].

John Curtin Prime Ministerial Library

Correspondent: Lesley Carman-Brown

At the end of the JCPML's second year of operation, a review of statistics show an overall increase in activities reflecting the hard work staff have put into developing and promoting services to clients. Comparing statistics from last year with 1999 shows very healthy increases, for example, research enquiries are up by over 100% and attendance at the schools education program has increased by more than 400%.

Outreach program

On 5 July the second Anniversary Lecture commemorating the death of John Curtin was given by Mrs Hazel Hawke. Speaking to a capacity crowd of more

than 270 people, Mrs Hawke outlined her vision for the future and what that phrase should mean to Australia as the new millennium approaches. The event was also filmed by Curtin University for broadcasting in April 2000 on community television.

The JCPML hosted its first travelling exhibition in October and November. Entitled *Beginnings: Images of Occupied Japan*, the exhibition was put together under the direction of James Zobel, Archivist of the Douglas MacArthur Memorial Library and Archives in the USA and was brought to Australia by the JCPML. It is a photographic exhibition which remembers the occupation of Japan in the aftermath of World War Two. Nearly 9000 people visited the exhibition.

In September the JCPML launched its first educational resource, *John Curtin and International Relations during World War II*. This resource is specially prepared for secondary school students, and a feature of the resource is the juxtaposition of different types of primary and secondary sources used throughout the text: excerpts of speeches are contrasted with oral histories; newspaper articles are placed beside official communiques; Curtin's private letters can be read in conjunction with his official notes. The book is being promoted to schools throughout Australia. Once again, the Western Australian judging for the National History Challenge was hosted by the JCPML and took place over two full days. This year for the first time the JCPML offered State and National prizes for a special category covering the life and times of John Curtin. The national winner was Marcus Fitz-Gerald from the Anglican Church Grammar School in Queensland.

Grants

The JCPML was successful in two grant applications this year. It was awarded a Centenary of Federation - History and Education grant to develop an exhibition with the working title, *Federation Influences on John Curtin* and a Public Education Endowment Trust grant for the development of a Treasure Box of resources for primary schools, particularly those in remote and country areas.

Collection development

Work has been ongoing to identify and obtain copies of photographs of Curtin and his family held in newspaper archives around Australia. Researchers in Melbourne and Perth have identified images from the Herald Sun Library and West Australian Newspapers Library respectively. Staff at the Australian Consolidated Press and Fairfax Photo Libraries have likewise identified images of interest and many new photographs have been obtained for the JCPML collection including some significant additions such as early photographs of

Curtin as a member of the Victorian Socialist Party and as a worker at the Titan Manufacturing Company.

A significant donation of files of press clippings and other material relating to John Curtin has been received from the Australian Consolidated Press Library. These files provide comprehensive coverage of items published in the *Sydney Morning Herald, Sun Herald, Daily Telegraph, Sunday Telegraph* and *Daily Mirror* from 1940 to 1945 and also include policy statements and speeches by Curtin.

The ABC Social History Unit is undertaking the development of a 90-minute radio documentary on John Curtin in collaboration with the JCPML to be broadcast in 2000. New interviews with Western Australian media associates of John Curtin are planned to begin in November.

JCPML Electronic Research Archive (ERA)

Following migration to new software, RetrievalWare, the launch of the JCPML Electronic Research Archive (ERA) on the Internet in July was very successful, with the JCPML website recording a 400% increase in visits from the same time last year. The JCPML believes that this 'unstructured access' is a first for RetrievalWare FileRoom, which is usually restricted to use within an organisation, and that this is the first application of the software which is based on archival documents rather than current records.

This project has created interest in a number of Australia's national and state cultural heritage institutions. Our research, development and implementation of the electronic research archive concept has been unique in Australia. We have delivered an outcome at a critical time, when a number of institutions are assessing their future directions in this area. Staff from the JCPML are involved in these discussions and hope that others will adopt our model in the future. The development of ERA will continue in 2000. Progress can be monitored through our website at *john.curtin.edu.au.*

Marrickville Council Archival Reference Centre

Correspondence: Vivienne Larking

I was appointed as Council Archivist, Archival Reference Centre, Marrickville Council on 21 June 1999. There had been no Archivist at Marrickville Council in the two months before my appointment although the Records Manager had recruited the services of Tracy Bradford, Archivist, Parramatta Heritage Centre when matters were really desperate and they felt that there should be some sort of a response to historical inquiries which were building up.

Luckily for me when I commenced at the Archives, although there was a backlog of work which took a month to clear, the Archives was in good order. The previous archivist, Cheri Lutz, had reaccessioned all the material in the Archives. The accession list had been entered onto the TRIM database which was the system which had just recently been implemented for Council's current records. With all my inquiries I could search my accession list and do Boolean searches which was a terrific help. Marrickville Archives has a terrific collection although sections of it are under utilised. The collection is being added to constantly.

After the first two months which were spent on the backlog and writing the Records and Archives Disaster Management Plan I could then arrange my time more effectively.

Marrickville Council Archives provides a retrieval service for Council staff for non-current building and development applications. Again Cheri had done a good job with building and development applications. Building applications (1944–96) and Development Applications (Town Planning files) (1974–94) had all been boxed, labelled, listed and placed in the repositories.

I have been encouraging people to come in and use the Archives. People can research their house, research a site, do genealogical research (the Archives hold the Sands Directories also) or local history research. The number of people coming into the Archives to do their own research has picked up. The Archival Reference Centre is open every Tuesday 10 am – 1 pm and 2 – 4 pm. The Archives also provides a written research service. This service costs $30.00 and the Archivist will research the house or site, looking at a number of factors such as: usage, previous owners, sub- divisions, the name of the house, and when the house was built.

The Council Archives is also involved with a number of community and heritage events. The Heritage Promotions Committee is made up of the Council's Heritage Architect, the Council Archivist and Local Studies Librarian, the President and Newsletter Editor of the Marrickville Heritage Society (a very pro-active society with over 300 members; they produce a very professional historical publication, a regular newsletter, conduct tours and talks and run a Heritage Watch Committee which keeps a watch on heritage buildings and sites which may be at risk), a number of heritage architects and a representative from RAIA (Royal Australian Institute of Architects). Most of the Committee members live in the area. The events in which the Archives is involved includes: the National Trust organised Heritage Week, the History Council of New South Wales organised History Week and the Marrickville, Newtown and Cooks River Festival. All of these outreach activities help to

profile the archives collection. The Marrickville Heritage Society is very keen for the Archives and the Local Studies Collection be made more accessible to people and for us to promote ourselves more widely.

I have continued the accessioning of material and have accessioned over forty series so far. Marrickville Council Archives is lucky in that we have $12,000 annually set aside for conservation and microfilming purposes. For this financial year we are continuing our conservation work on our Petersham Municipal Council Valuation books, 1908–25. We are also having microfiche masters and CD-ROMs made of our early valuation and rate books which have not been previously microfilmed.

I have just commenced the implementation of the Tabularium database. The Council's IT people have installed the database onto the system but the database is only accessible to the Archivist at this stage. I have commenced the background administrative histories for organisations. Some administrative histories such as City of Sydney and Newtown Municipal Council have already been done. I have completed the administrative history notes for St Peters and Petersham Municipal Councils. The first agencies and series to be entered will be those of St Peters Municipal Council. Hopefully, the Tabularium Users Support Group will be up and running quickly as I believe all of the users have a lot of questions and communication to do about this system. All in all a lot of challenges are ahead with the collection and the new database.

Mitchell Library, State Library of New South Wales

Correspondent: Maryanne Larkin

The beginning of the year 2000 brought out keen Mitchell readers requesting access to collections which have been embargoed to 2000, a date popular with donors. One collection of diaries had been securely sewn into a bag which was not to be opened until this year; another was sealed in packages fastened with wax. We anticipate more of these requests as the year progresses.

James Fairfax Matthew Flinders Electronic Archive

The Library's important collection of Matthew Flinders' papers is currently being converted to digital format so that it will be available worldwide on the Internet. The project is sponsored by James Fairfax AM, with Warwick Hirst as Project Archivist. Currently the website (*www.slnsw.gov.au/flinders/*) includes images of the copy of Flinders' journal in the *Norfolk* made for Governor King, together with a transcription of the journal. The whole collection will be available by December 2001 as part of the Library's bicentennial

celebrations of the commencement of Flinders' voyage around Australia in the *Investigator.* A national touring exhibition will open in September 2001. Sponsorship is being encouraged through the Crewing for Flinders program. People who join the crew receive a regular newsletter and are invited to special events. The program was launched with a function featuring actor and director John Bell reading Flinders' letters to his wife Ann.

Exhibitions, publications, talks

Paul Brunton took a selection of letters by George Bass and the Waterhouse family on tour to regional New South Wales. The letters were on exhibition and Paul spoke to audiences at Dubbo, Broken Hill, Wollongong, Wagga Wagga, Nowra and Orange. Rosie Block continued her well-attended series of oral history seminars which included talks by video biographer Frank Heimans and broadcasters Jane Connors and Siobhan McHugh. Warwick Hirst's book *Great Escapes by Convicts in Colonial Australia* was released in October and he was interviewed on twenty radio programs throughout Australia. Jim Andrighetti gave several talks about labour history and the Italians in New South Wales project. Other staff gave talks to various groups and spoke at courses designed to show writers and historians how to use the Library for their research.

The collections

Major purchases included letters by First Fleeters David Blackburn and John Shortland, letters by Patrick White, and papers of the Leslie family which also contain documents concerning the Macarthur and King families.

Other recent acquisitions include papers of Ross Edwards, Desmond O'Grady, Maggie Tabberer, Sir Asher Joel and records of St Margaret's Hospital, Sydney. The Library's strong holding of performing arts material was augmented by records of the Seymour Group, Australian Writers' Theatre, and the Little Viennese Theatre in Sydney. Further consignments of literary papers were received from Elizabeth Jolley, Nancy Phelan, Ruth Park, Ruby Langford Ginibi, Gillian Mears and Marele Day.

Arrangement and description was completed for the following significant collections: lawyer and nuclear activist Edward St John, trade unionists Cecil (Charlie) Oliver and Nick Origlass, composer and pianist Horace Keats, heritage consultants Godden Mackay Pty Ltd, records of the WG Walkley Awards, and the Black and White Committee of the Royal Blind Society.

The Library now has two lists of manuscript microforms available for sale. The first Select List comprises microfilmed records of general historical and genealogical interest (250 items), while the second Select List relates to

microfilmed records concerning the Aboriginal peoples of Australia (150 items). Further details are available on the Library's website (*www.slnsw.gov.au*) and from Martin Beckett, Microforms Librarian (phone 02 9273 1502).

Monash University Records and Archives Services

Correspondent: Ann M Mitchell

Planning of one kind or another took up much of our time during 1999 mostly with beneficial results. The scaremongering associated with the millenium bug had the very desirable effect of obliging the university to document the existence of all corporate and departmental systems for the first time in its history. In July Steven De Wit and his project team devised and ran a live test of our records management application with date pushed forward to January 2000. Staff, IT infrastructure and UCollect emerged triumphant. [The in-house acronym for the tailored software is MURSA.] We are said to have produced the best evidence of process that our IT colleagues received. We also prepared a Y2K Contingency Plan and on a broader front, participated in a Divisional risk management exercise from which the Branch emerged with no perceived mission critical risks other than the normally remote possibilities of fire and flood.

Our third Management Plan to cover the years 2000–2002 was completed in October 1999. As in the past, the overall objectives have not changed much but the strategies are different and have increased in number. Responsibility for special projects has been assigned to particular officers and end dates per project have been specified wherever possible. This should make it easier for individuals to measure their own performance and will contribute to the totality of Branch performance indicators.

Attendance at Records Management Office training courses is mandatory for units now being granted direct access to MURSA. These include the records section within Personnel Services Division for whom we successfully converted a non-Y2K compliant staff file database to UCollect. Given the want of general office skills exhibited by most new employees these days, we anticipate a wider audience-in-training during 2000. An introductory course in university records management practice will be piloted early in the year under the auspices of the Professional Development Centre. Training courses may well prove to be a significant growth area for future Branch business.

The appointment of Lucinda Davies to a vacancy in the RMO staff brings the number of our Monash SIMS graduates to five in an establishment of eleven. This is consistent with the change in employment policies at work in the recordkeeping industry generally and at Monash University in particular.

The Monash University Archives has had its busiest year on record. The repository expansion project was completed mid-year and we held a formal celebration on 10 December 1999 to give thanks to those who had helped us over the years. We also launched our first online exhibition *Leading the Way* created by Jan Getson and Catherine Nicholls and based on Sir John Monash memorabilia in the possession of the University. It was a special pleasure to host four members of the Monash family on this occasion. Response has been so positive that what we thought may have a life of several months bids fair to become 'permanent'. Readers who may have missed the announcement about the exhibition via the listserv are referred to: *www.monash.edu.au/magpie/sirjohn.htm*.

Our temporary special project officer, Amanda Crichton, left us in July. The MONPIX project for which Amanda pioneered the research and helped create the database, now has more than 2700 images registered therein. Enhancement of the database is now a permanent feature of archivists' responsibilities. Leaving aside new accessions, there are 12,000 or so images still to review in the existing collection. We have just accepted transfer of not less than 30,000 negatives accumulated by one of the University's former professional photographers. Enquiries about a suitable web interface are being conducted with view to a number of branches cooperating over group purchase of the selected software. It is anticipated that MONPIX will be accessible on the Internet during the first half of 2000.

Archives retrievals during 1999 reached an all-time high of 1682 items representing a 73% increase on the previous year. Retrievals in the name of MONPIX development are not included in this figure. Some of the increase arises from the high volume of student records transferred from several campuses during 1999; together with efforts being made to improve the quality of information available in systems managed by Student Services and the Alumni Office. External enquiries for research use have been unusually low this year.

The year's 59 accessions amounting to some 100 linear metres represents a small increase over the previous year. Notable accessions include subject files from the former Faculty of Computing and Information Technology (now FIT) 1983–97; correspondence, reports and committee papers from the Sports and Recreation Centre 1961–95; papers relating to the publication of the Journal of French Studies 1962–98; the transfer from Rare Books of Monash Family Photograph Albums 1886–1927; and further transfers of papers from Emeritus Professor AK McIntyre 1938–98 and the Monash University Cricket Club 1993–96. But the highlight has to be the acquisition of a truly unique item of Monash iconography namely, the double portrait miniature painted

by Agnes Paterson in 1927 depicting Sir John Monash with his friend, lover and companion, Elizabeth Bentwitch.
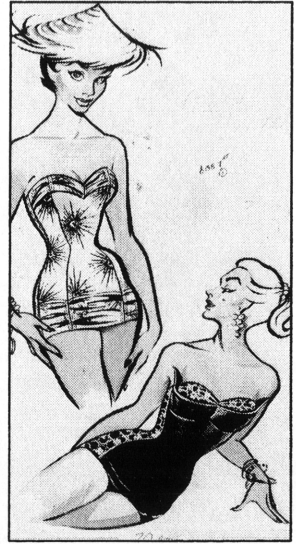
Mortlock Library of South Australiana

Correspondent: Roger André

The JD Somerville Oral History Collection has had a tremendous growth spurt during the last six months. Almost 300 hours of recordings have been accessioned, a figure nearing the annual average for the financial year. At the same time the collection has reached another milestone by exceeding 4,000 hours of recordings. Donations include very recent interviewing programs, such as 39 interviews that Dr Karen George undertook in association with writing *A Place of Their Own: The Men and Women of War Service Land Settlement at Loxton after the Second World War*, and recordings dating from the 1970s. Of particular note are 70 interviews from the local ABC radio program *Now in Retirement* featuring well-known South Australians who formerly occupied positions which kept them in the public eye.

A recent donation of interest to the pictorial collection has been copies of two photographs taken in 1865 of an Aboriginal camp by the river in the centre of the country town of Strathalbyn in South Australia. Such tangible evidence of this presence has not been available before. Evidence of the early white settlement is seen in the proximity of the 'new' post office building, a thatch-roofed school, and a mill.

Latest donations to the archival collection document work in a variety of trades and professions. A substantial body of records, 1950–92, has been deposited for the South Australian Chapter of the Royal College of Nursing while among smaller collections have been papers, 1941–46, of tailoress (as she was styled) Madge Samuels and papers, 1898–1959, of enameller Henry Lansley. A pleasing by-product of the archival film search has been records of the South Australian Amateur Cine Society, 1936–47, and Moses Sherrah's photographs in the pictorialist tradition, 1908–36, are accompanied by his well-merited prize certificates. Designs by Patsy Hall reflect her talent as a commercial artist for the former department store Miller Andersons between 1954 and 1963.

An exhibition drawing heavily on the records of Adelaide's most famous and lamented department store *Memories of Johnnies* (John Martin Limited) attracted widespread media and public attention. Smaller displays marking anniversaries and events are held regularly. A display on the Boer War featuring diaries and photographs from the archival collection stimulated renewed interest in primary sources on the war.

Samples of Patsy Hall's commercial artwork for Miller Andersons, Adelaide, c. 1962
(Mortlock Library of South Australiana PRG 1204)

## National Archives of Australia

*Correspondent: Malcolm Wood*

Exhibitions and events

As part of the National Archives strategy to promote awareness of the
organisation and its collection, we depend on the assistance of journalists to
act as intermediaries for us, communicating widely with the general public.
Good media coverage resulted from the recent flurry of well-known
personalities visiting the Archives in Canberra to open and close our
exhibitions.

In November, former Doug Anthony Allstar and host of ABC TV's *Race Around
the World*, Richard Fidler, opened the Archives latest exhibition *Home Sweet
Home? Living in Canberra in the 1920s and 1930s*.

Home Sweet Home? uses more than 50 images from the Archives Mildenhall
collection, and several dozen photographs from private collections, to recall
life in the early days. A fascinating 10-minute film from ScreenSound Australia
about Canberra in the 1930s adds to the story. Curated by Anne-Marie Condé
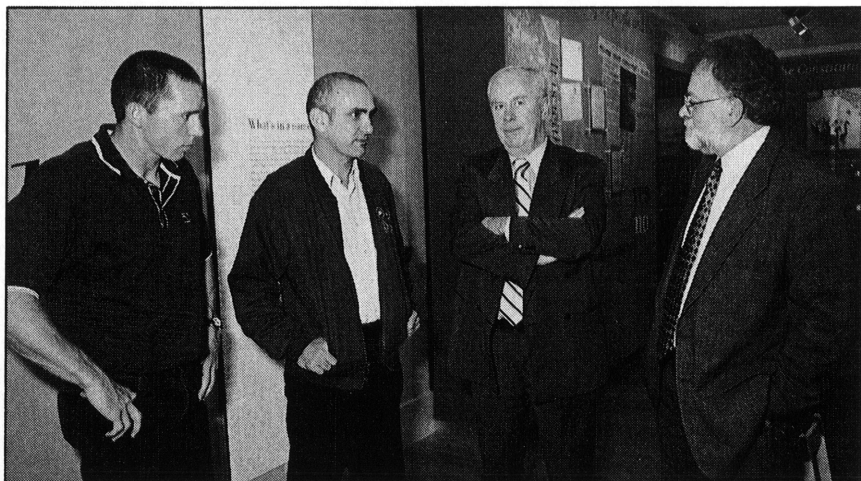
Director-General George Nichols welcomed the three Paul Kellys to the National Archives.
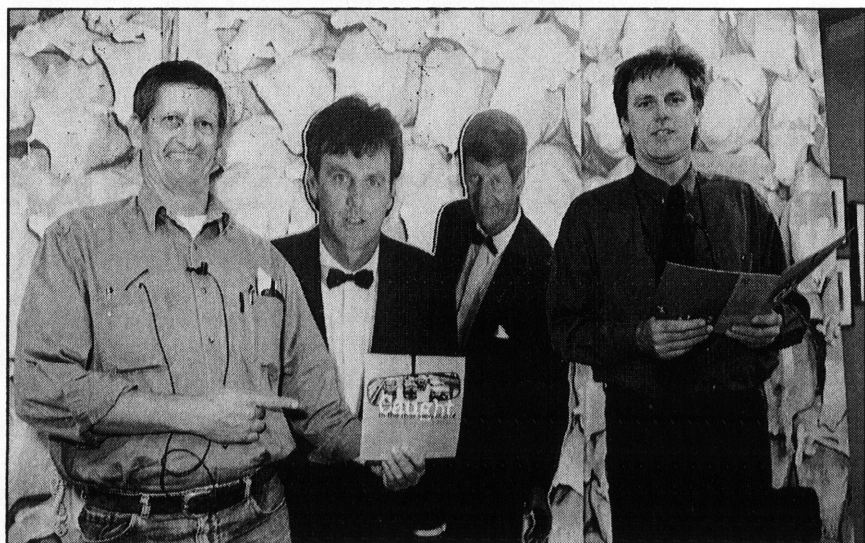
Roy and HG farewelled their exhibition *Caught in the Rear View Mirror*.

and designed by Iona Walsh, this evocative exhibition has been on show at the Archives from November 1999 until April 2000.

Also in November 1999, three famous Paul Kellys – the popular Australian singer, the captain of the Sydney Swans, and the prominent political commentator – met for the very first time in the Archives Treasures Gallery in Canberra, to the delight of the assembled media.

The rendezvous was arranged so the three could present personal items for inclusion in our exhibition about identity called *Who Is Paul Kelly?* which opened just before Christmas.

And in September, Rampaging Roy Slaven and HG Nelson regaled Archives staff for an hilarious 20 minutes when they came to Canberra to farewell their popular exhibition *Caught In The Rear View Mirror*, which had been on show for the past 12 months in the Treasures Gallery.

Thanks to a touring grant of $76,200 from the Visions of Australia program, this quirky exhibition will now tour to more than 20 venues in all States and the Northern Territory. Roy and HG sent it off on its national odyssey in fine style.

The exhibition comprises an eclectic group of 31 photographs of people doing things in Australia in the 1950s and 1960s. Each photograph was selected from the Archives collection by Roy and HG, who then added their own brand of irreverence by recaptioning the images. A brochure introduces visitors to the original captions and explains the origin of the photographs in the Australian Overseas Information Service.

During the summer holidays in Canberra, the Archives participated in the Discover Your National Capital tourist promotion which attracted hundreds of visitors to the building. As part of this program, a series of public talks were arranged on Tuesday evenings. ANU historian Ian Hancock discussed the Gorton era, exploring the events, decisions and policies revealed in the 1969 Cabinet papers. This was based on the talk he delivered to journalists in December as part of the briefing for the Cabinet release. This annual event results in extensive national media coverage for the Archives. Then Roger Leong from the National Gallery presented *Chic to chic*, with slides and videos showing the fashions of the sixties, and a well-researched analysis of the cultural and political trends and influences on what we wore during that dynamic decade. Finally David Kilby, local ABC radio personality, led his audiences through a nostalgic evening of musical fun and games based on the hits (and misses) of 1969.

As well as these talks, the Archives welcomed grandparents and grandchildren to a Grand Day of guided tours of the *Home Sweet Home?* exhibition, refreshments and free showbags. All of these events were very popular, not only with visitors but also with the media who reported and promoted these activities that are part of our flourishing public programs.

Publications

Five new research guides have been released by the National Archives:

* *The Boer War: Australians and the War in South Africa, 1899–1902* by Craig Wilcox;

* *Citizenship in Australia: A Guide to Commonwealth Government Records* by David Dutton;

* *Good British Stock: Child and Youth Migration* by Barry Coldrey;

* *Safe Haven: Records of the Jewish Experience in Australia* by Malcolm J Turnbull; and

* *Cockatoo Island Dockyard: A Guide to the Records* by Margaret Chambers.

The lead story in the January 2000 issue of *Memento* was the 1969 Cabinet release. This free newsletter provides up-to-date information about activities and events at the National Archives. Anyone can subscribe. Contact details should be sent to archives@naa.gov.au or faxed to (02) 6212 3914.

Documenting a Democracy

This website project is an ambitious collaboration of Australia's eight government archives, supported by the National Council for the Centenary of Federation. The website, to be launched in June 2000, is intended as a unique resource for secondary and tertiary students and their teachers. It will be of considerable interest to archivists inspired by the possibilities of new media, and those grappling with the technical and strategic intricacies of digitising documents.

The process of identifying the documents involved a national advisory panel including specialist historians from each state and constitutional lawyers to advise on the identification criteria. This meant specifying the documents which were the original legal instruments effecting key constitutional changes in each State, the Northern Territory and the Commonwealth. Just as challenging was the extraordinary search for the 103 documents identified, which involved teams of historians and archivists working together.

Although these are Australia's most 'public' documents, most are not displayed, and few were easy to locate. Some are not held in government archives, but in

other collections, or in the vaults of various government departments. Most alarmingly, a quarter of the documents could not be found in Australia, and the search extended to the Public Record Office and the House of Lords Record Office in London. Arrangements were made for the eleven assent originals of Acts of the British Parliament located at the House of Lords to be photographed there and the transparencies despatched to Australia for scanning.

Though the website is now in its production phase, the search will continue for those documents still 'unfound'. Sadly, these include the original Instructions to Governor Phillip in 1787, the 1859 Letters Patent establishing the Colony of Queensland, and Queen Victoria's Instructions to the first Governor-General, Lord Hopetoun in 1900.

Other National Archives Federation projects

The Centenary of Federation is a key event for the National Archives and two other major projects are also being developed with financial assistance from the National Council for the Centenary of Federation. The first is a teachers kit, *1901 and All That,* designed to engage middle secondary school students (years 9 and 10) in the use of primary sources. As well as teachers notes and copies of archival documents, the kit includes a CD-ROM game to give students a first-hand experience of the burning issues of Federation within a contemporary context. The kit will be sent to all high schools in Australia during March 2000. The second project is a major national exhibition produced in collaboration with the National Library of Australia and the State Libraries of Victoria and New South Wales. The exhibition, *Belonging*, will open in Sydney in January 2001 and travel to Melbourne, Canberra and beyond.

Review of the Archives Act

The Archives has prepared a discussion paper summarising key recommendations from the Law Reform Commission's final report on the review of the Archives Act. The paper provides the Archives' views on those key recommendations and is now being distributed to a number of Commonwealth agencies for comment. It is hoped that a series of proposals canvassing legislative change can be forwarded to the Minister by Easter.

The Bringing Them Home Indexing Project

The Bringing Them Home indexing project seeks to improve accessibility for Indigenous people wishing to link up with their families and communities. Indexing teams have been operating in Canberra and Darwin (where records relating to the Northern Territory are held) since October 1998 to index the

names of Indigenous people in Commonwealth records. An indexing team has now been recruited in Melbourne to index Victorian records dating back to the 1860s. Over 100,000 names have been indexed so far and are being progressively entered in a searchable database which will be available in reading rooms.

The Digitisation Project

The National Archives is currently undertaking a series of trial projects to test digitisation of paper records for accessibility purposes. The objective of these trials is to digitise different sorts of materials in different ways so that we can evaluate their public acceptability, effectiveness and cost. The trials include the digital imaging of all items listed in fact sheets about Sir John Monash and Fremantle Harbour; all items in the Research Guide, *The Sinking of HMAS Sydney*, the World War I dossiers of Victoria Cross holders, and all items in the series A711 Memorials of Naturalisation 1865–1903, South Australia.

A variety of methods are being used to capture these records including flatbed scanning, overhead scanning by digital camera and PDF capture. Conversion of microfilm copies to digital images is also being tested with the copying of Cabinet submissions for the Fifth Menzies Ministry from existing microfilm. All digital images will be attached to the item record in RecordSearch so that any database search retrieving that item will also enable direct access to the imaged record. Access to the digital images will also be available by hyperlink from appropriate pages of the Archives' website.

Australian Government Locator Service Manual for Users

Following 12 months of pilot testing version 1.0 of the Australian Government Locator Service Manual for Users, a substantially revised version (Version 1.1) of the User Manual was published on the Archives website in July. The revisions reflect the knowledge gained through the deployment testing of the Standard in addition to recent developments in the international Dublin Core metadata standard, upon which AGLS is based. It is anticipated that, while the AGLS Standard will continue to evolve, the Standard as embodied in the User Manual will remain substantially stable for the foreseeable future, thus giving implementers the confidence to move ahead with implementations without having to worry about possible future changes to the Standard.

The Australian Governments Interactive Functions Thesaurus

The Archives launched AGIFT – the Australian Governments Interactive Functions Thesaurus. To produce the core content of AGIFT the Archives

convened a working party, with representatives of State, Territory and local governments and several Commonwealth agencies. This was made available on the Commonwealth Government Web entry point (*www.fed.gov.au*) in November 1999. The core of the thesaurus contains some 550 terms, with scope notes and cross-references, which describe the common functions performed by the three levels of government in Australia. The document containing the core terms will be progressively updated as more scope notes are produced.

At the same time the National Archives has developed a prototype for interactively linking natural language terms and phrases used in searches of government websites to AGIFT terms in AGLS metadata records. This prototype is based on the search interface for RecordSearch – the Archives' new online database of its collections. The prototype combines 300,000 natural language terms, from sources such as online versions of *Roget's Thesaurus*, with the AGIFT terms. Together, the terms provide a user-friendly concordance between everyday language and a set of controlled terms describing the functions and activities of government.

It is anticipated that AGIFT terms will be used by creators of AGLS metadata records on the web, thus ensuring a degree of national consistency in the web-based descriptions of government resources. The interactive prototype is designed to be used by State and Territory government websites as well as cross-jurisdictional entry points such as the proposed 'Governet' facility to be located at *www.gov.au*.

AGIFT provides a framework for the production of nationally consistent government online metadata as well as a user-friendly way to search that metadata. The completed thesaurus is available on the Archives' website at *www.naa.gov.au*.

DIRKS Manual .

Over the six months July to December work was substantially completed on the DIRKS (Designing and Implementing Recordkeeping Systems) Manual. This was a major project that involved cooperation between project teams in the National Archives and in the State Records Authority of New South Wales. The Manual outlines a rigorous 8=step methodology for the design and implementation of AS 4390-compliant best practice recordkeeping systems. As such, the manual constitutes the cornerstone of the Archives' new functions-based recordkeeping regime for Commonwealth agencies. The manual, which is designed to be an interactive web-enabled publication, is available on the websites of the two organisations.

National Library of Australia, Manuscript Section

Correspondent: Graeme Powell

The National Library has acquired some substantial collections of personal papers in the last year. They include papers of the jurist and Governor-General Sir Ninian Stephen, the foreign correspondent Denis Warner, the composer and pianist Keith Humble, the writers Dal Stivens, Elizabeth Harrower, Barry Oakley, Louis Nowra, Kevin Hart and Peter Boyle, the biographer David Marr, the philosopher John Passmore and the Antarctic expeditioners Phillip Law and John Bechervaise. There has also been an influx of papers of historians: George Collingridge, Geoffrey Blainey, Ken Inglis, Patrick O'Farrell, Henry Reynolds, Stuart Macintyre and Marilyn Lake. The Noel Butlin Archives Centre has transferred to the Library the records of two national environmental organisations, the Australian Conservation Foundation and Greenpeace Australia.

For many years a considerable proportion of the manuscript holdings have been housed in other buildings some distance from the Library. Apart from the delays in retrieving records for readers, the conditions in those buildings left much to be desired. As part of a massive reorganisation of the Library's stacks, many of the overseas books have been sent to warehouses and all the Australian collections are now in the main building. Nearly all the manuscripts are now shelved on the same floor as the Reading Room and material can be delivered to readers within a few minutes. There is even some space for expansion. For staff who were accustomed to travelling back and forth to warehouses and working in cramped areas, the new conditions are idyllic.

The microfilming of the Deakin Papers has been completed and the diaries of Donald Friend have also been filmed. Money from the Morris West Trust Fund has been made available to publish selections from the Friend diaries, the most ambitious publishing venture ever carried out by the Library. The art historian and curator Dr Anna Gray has been appointed editor.

The Library continues to award Harold White Fellowships each year to scholars and writers who need to make extensive use of the collections. Recent Fellows who have worked with manuscript collections have included the social historian Paula Byrne, the political scientist Joan Rydon, the diplomatic historian Peter Edwards, the geologist David Branagan, and, most recently, Michael Symons, who is writing a history of dining out in Australia.

Northern Territory Archives Service

Correspondents: Greg Coleman and Cathy Flint

It has been quite some time since the Northern Territory Archives Service (NTAS) has made a contribution to *News Notes*. 1999 was a year of incredible change and activity, and 2000 doesn't look as though it will be any different.

The completion of the RecordsConnect Project at the end of 1999 was a major milestone for the NTAS. The whole process began with a Records Management Strategy, which was completed in 1997. In March 1998 the Territory Cabinet supported some of the recommendations of the Strategy and approved funding for the implementation of a standard Records Management System in all government agencies. A project team was appointed in late 1998.

A contract was awarded to IBM Australia to implement the TRIM records management system using VisualInfo for storage of electronic objects where required. The AAA Keyword Thesaurus was also obtained from State Records NSW and adapted for the Territory Government's use.

The project team comprised three full-time staff who worked with several project officers contracted through IBM. The team was faced with implementing the system in 37 agencies, of which 23 were using a mainframe system which was not Y2K compliant in its existing form. The following statistics give an indication of the mammoth task that was undertaken in a relatively short space of time. In 6 months, 1.4 million records were converted from existing systems to TRIM. Another large component of the project was to train approximately 700 staff across the NT government in the use the TRIM system and over 300 staff were also trained in thesaurus development and use. In four months, 482 days of training were conducted which is 113 days per month with primarily eight trainers. All this was further complicated by agency restructures occurring during the implementation period.

The general implementation was completed in December 1999. The NTAS is establishing a work unit to manage the system and provide continuing support to all agencies.

Another records management initiative which has occupied our attention has been the outsourcing of government secondary records retention and disposal services. Contracts have recently been issued to Pickfords Records Management in Darwin and Centralian Records Management in Alice Springs for the provision of these services to government agencies. The NTAS maintains responsibility to set the standards and coordinate the contracts.

By the end of 1999, the NTAS finally had its full complement of staff for the first time in two years. This has meant that we are now finally able to refocus on our community information services and the progress of the whole of government records management services by providing policies and standards.

The revitalised focus on, and promotion of, our community information services has meant that as from February 2000, we have a new look newsletter, a modest display program, improved services in the Search Room and a developing website. We have also been participating as a project partner in the development of the founding documents website 'Documenting Democracy' which is being coordinated by the National Archives.

The *Protocol on Access to Northern Territory Government Records by Aboriginal People Researching their Families* has been in operation since October 1997. The Aboriginal Advisory Group was established to oversee the Protocol, and is currently in the process of reviewing the document. Proposed changes will be taken by the members of the Advisory Group to the organisations and communities around the Territory which they represent for endorsement.

There have been two significant technological developments in our Oral History Unit since 1999. Reference copies of master tapes (whether digital or analogue) have now been replaced by audio compact disks (CD), and transcribing and proofreading has been made much easier by using digital audio files played by computer simultaneously with word-processing of text.

The Oral Records Archivist, Francis Good, attended and presented papers at two oral history conferences. The first one, in September 1999, at the national conference of the Oral History Association of Australia, was on issues in the transcription of interview recordings. The second conference, in October 1999, was in Anchorage, Alaska at the annual conference of the USA-based Oral History Association. This paper focused on both published and purely archival oral history interview work with Northern Territory Aboriginal respondents, which is a significant element in our collection.

The NTAS's efforts to encourage and service community-based oral history continue with a range of private and local government projects, urban and rural, being assisted with equipment, a methods workshop and transcription of recordings. Interview projects include recordings in the remote Gulf region of Borroloola, and transcription of interviews on the disastrous 1998 floods in Katherine and the Daly River region.

We are now eager to proceed in this new millennium with revitalising the archives transfer program, developing our Information Services program and spreading the word across government about recordkeeping policies, standards and responsibilities.

Powerhouse Museum (Museum of Applied Arts and Sciences)

Correspondent: Helen Yoxall

The Archives unit (which is in the museum's Registration Department) has been virtually on half staff for three years as its two staff members (Helen Yoxall and Sue Davidson) have been called on to work on other departmental projects. Helen has been away from Archives for almost two years acting as supervisor of the object documentation section and then working on the development and implementation of the museum's copyright policy, but has now returned to Archives. Sue spent some time coordinating the cataloguing database associated with the museum's image database and is currently working full-time on the testing of the museum's new collection management system and writing its user manual.

Tabularium has recently been adopted as the software for the museum's institutional archives. Data entry of our word processed and manual documentation has begun with all 43 agency registrations and 170 (of the existing 350) series registrations having been completed.

The correspondent has been attending training sessions on our responsibilities under the *State Records Act 1998* and the *Privacy and Personal Information Protection Act 1998* and is currently preparing access directions required under s.51 of the former for records in the open access period and is participating in the development of the museum's privacy management plan.

The provision of outreach services to regional New South Wales is an important museum function. Archives participates in this through providing advice to regional museums on archival management. As well as giving phone advice, we are involved in the museum's collection management internship program where regional museum staff spend a week or two at the Powerhouse. The correspondent recently made a trip to northern New South Wales to assist a community group developing a museum in the Wing Hing Long store at Tingha which contains original shop stock and business records from the turn of the century.

Improvements in storage include the installation of a new compactus which has doubled our shelf space and has allowed the physical separation of institutional and collected archives. Our Archives Conservator James Elwing has organised the cold storage of some photographic and audiovisual materials and is now bringing his bookbinding skills to the conservation of our 19th century correspondence registers. Reboxing of our major file series into acid-free boxes continues slowly.

Recently processed collected archives include the records of printing ink manufacturers FT Wimble & Co Ltd, 1868–1994, automobile designer Charles Beauvais, 1920–60, Turkish Snowy Mountains Scheme worker Bayram Ali, c1953–71 and two English collections – the papers of computing pioneer Charles Babbage and family, 1826–1992 and scientific instrument maker Henry Husbands, 1870–1913.

Recent additions to the collection include the papers of fashion and textile designer Jenny Kee, 1967–95, Australian fashion model Lynn Sutherland, 1968–97 and the Ardini vaudeville performers, 1920s–50s and the records of the Mercedes Australian Fashion Week from 1996.

Collection level descriptions of our collected archives are on RAAM (Register of Australian Archives and Manuscripts) and on AMOL (Australian Museums On-Line). Information about the Archives' holdings, services and access appears on the museum's website at *www.phm.gov.au*.

Public Record Office Victoria

Correspondent: Ian MacFarlane

Public Record Office Victoria's splendid new Victorian Archives building has been completed in North Melbourne and staff have already begun moving into the complex. The new building is at 112 Macaulay Road, North Melbourne, but all correspondence should be addressed to Public Record Office Victoria, PO Box 2100, North Melbourne, Victoria 3051 (tel: 9348 5600, fax: 9348 5656).

Shouts of delight greeted the announcement of winners of the first round of the Local History Grants Program by new Victorian Premier Steve Bracks. The function was held at the Eureka Stockade Centre in Ballarat on 6 January 2000. PROV acts as administrator of the program and grants of $0.25 million were distributed among 66 historical societies, heritage agencies and individuals.

The Sir Rupert Hamer Records Management Awards were presented last November by Sir Rupert. The 1999 Award for Excellence went to the Department of Human Services, and the Certificate of Merit to Swan Hill Rural City Council.

The latest immigration index 'Immigration to Victoria 1852–1879' was launched on CD-ROM and on the PROV website by Mary Delahunty MP, Minister for the Arts, at the new Victorian Archives Building on 19 January 2000.

The *Victoria: Buildings and Builders* exhibition has been transformed into a touring version which was launched at Beechworth in early February by local MP Jeanette Powell in conjunction with Ross Gibbs, Keeper of Public Records. The tour will later include the National Archives of Singapore (July–September 2000). An exhibition recalling the 1956 Melbourne Olympics is in the final stage of preparation and is scheduled to open at Wangaratta Gallery in late February.

The ARAD (Appraisal, Review and Documentation) Project has reached the disposal stage, either through destruction, transfer to a place of deposit for temporary records or both. A couple of hospitals have already joined this process, one agreeing to the destruction of 9,000 units, and another agreeing to remove its temporary records to an APROSS (Approved Public Record Office Storage Supplier). Some agencies are taking back temporary records, and some records will be offered to historical societies.

Public Record Office Victoria has sought $4.5 million funding from the new Economic Review Committee to build a digital heritage archive at North Melbourne as a part of the continuing VERS (Victorian Electronic Records Strategy) Project. The digital archive would store the electronic records automatically generated by departments in the normal course of business. Ways of collecting and preserving these transactions were established during earlier stages of the VERS Project.

Now in its fourth year of touring, and despite wear and tear after gruelling journeys from coast-to-coast, the *My Heart is Breaking* national touring exhibition about Aboriginal people in Victoria is still in strong demand. There have been several further bookings for the exhibition in the first half of 2000.

From July to December 1999, there were 11,521 visitors to PROV's search rooms, and a total of 24,624 reference inquiries. The copying service provided 45,806 copies of documents and plans. During the six months to December 1999, the Issues Office received a total of 29,768 requests, and 28,981 items were issued.

The processing teams have spent the past year beavering away in preparation for the move to the new Victorian Archives building at North Melbourne. Their aim is to replace the old standard cardboard boxes which are very acidic with coated non-acidic boxes; place individual fragile files into poly bags for protection. Loose items on the shelves, such as envelopes, have been enclosed in functional coated boxes.

To date, the reprocessing teams have replaced 96,500 boxes and individually bagged almost one million fragile files. This represents a conversion of 16 shelf kilometres. During this process, 36 series have had entirely new lists

created for them and many others have had amendments made. As documentation for the destruction of time-expired records and approvals to move temporary records to approved places of deposit are finalised, the paperwork is forwarded to the repository by the ARAD team. Repository staff can expect to be kept very busy monitoring the movements of these records.

Queensland State Archives

Correspondent: Shiranthi Siyambalapitiya

The State Archivist's office has been busy making final preparations to introduce the Public Records Bill 1999 into the Queensland Parliament. The Bill was introduced into the Legislative Assembly on 26 October 1999 for first and second readings. It remains tabled for a minimum of thirteen weeks and likely to be debated around March 2000. A copy of the Bill can be accessed through the Office of the Queensland Parliamentary Counsel website at *www.legislation.qld.gov.au/OQPChome.htm*.

On the Automation Project front, tenders were called for the development of a program to search Queensland State Archives' holdings in Archives One, the integrated automated archival system to meet the needs of the users. The aim is to develop a more user-friendly way of searching Archives One which will be available in the near future. In addition to the data conversion and clean-up work the Automation Project is also working on enhancements to the location and space module for item location and repository space.

Archives One is now in full operation in the Archival Services Unit which is responsible for the work of appraisal, transfer, arrangement and description and government services. The staff in the above areas use 'job maintenance' in Archives One to manage various job tasks and keep track of their work. Appraisal work for this period included on-site appraisal of records from the Department of Premier and Cabinet and South East Queensland Water Board. From July to December Queensland State Archives received 367 transfers which accounted for 369 metres of records. Some noteworthy collections among them were the Forde Inquiry [Commission of Inquiry into Abuse of Children in Queensland Institutions], minute books of Board of Senior Secondary School Studies and its predecessors, and pre-1920 records transferred from Ipswich City Council. Preparation was also underway for the release of 1969 Cabinet Minutes.

The Public Access section of Queensland State Archives presented two major seminars during this period. *More than Bricks and Mortar* which was held on 28 August provided details about buildings, the Works Department and demonstrated the search strategy for tracing the history of your house through

our holdings. The second seminar *Military Matters* which was presented on 23 October dealt with military records held at the Queensland State Archives, the National Archives of Australia, the John Oxley Library and the State Library of Queensland.

Preservation Services announces the publication of the 4th edition of *Microfilming Public Records*. This publication is intended as a guide for Queensland state and local government agencies wishing to commence microfilming projects. This publication can be accessed and downloaded or printed from the Queensland State Archives website at *www.archives.qld.gov.au/services/government/microfilming.html*.

Preservation training for local, state and federal government agency staff will be continuing in 2000. The half-day *Preservation Seminar* planned for February and August 2000 includes the topics: creation of records; deterioration of records; storage environments; storage materials; reformatting; and the care and handling of records. The full-day *Disaster Preparedness and Recovery Workshop* which is to be held in May and November 2000 includes the topics: risk assessment; disaster preparedness; response procedures; recovery techniques and a simulated disaster exercise.

The State Archivist, Lesley Alexandra McGregor, retired on 17 December 1999 after 13 years of service. Lee was educated in Toowoomba and worked in the manuscript section of the National Library of Australia and at John Oxley Library in Brisbane prior to joining Queensland State Archives as Assistant State Archivist in 1972.

Among her contributions to the profession, she served two terms on the national council of the ASA 1975–77 and the mid 1980s, was convenor and treasurer of the Queensland branch of the ASA at various times, served as the President of Australian Council of Archives 1987–88 and served as a member of ACA. From 1972 and

The State Archivist, Lee McGregor, at Queensland State Archives' 40th anniversary celebration, 4 November 1999.

1986 as the Assistant State Archivist she had been actively involved in recovery of records during Brisbane floods in 1974, was responsible for the building extensions of the Dutton Park repository in early 1980s. During this period she was also instrumental in the production of microfilm genealogical kits and the introduction of brief guides and search procedures to supplement main finding aids.

Among her achievements as the State Archivist from 1986–99, she fought a long battle for the new State Archives building at Runcorn, which was officially opened in January 1993. The functionality and the aesthetic features of the building is testament to her planning and persistence. Archives One, the totally integrated automated archival management system which is currently being used by Queensland State Archives' staff is another major achievement during her time. Finally, the new archives' legislation for Queensland is another important achievement due to be realised with the Public Records Bill now in the Legislative Assembly. Those of us who have worked with Lee for some time appreciate her integrity and the commitment she has to the public records of the state and we wish her well.

State Records, New South Wales

Correspondent: Martyn Killion

State Records Act 1998

In July 1999, Part 4 of the Act (on transfer of State archives) commenced operation in the NSW State Government proper and in January 2000, Parts 2 (records management), 4 and 6 (public access) came into operation for the new jurisdictions of local government, the universities and the public hospital system. The Act has now been introduced to all those public offices which are covered by the legislation.

To support the implementation of the legislation in the local government sector, we conducted 17 two-day workshops around NSW in the latter half of 1999. They were attended by 317 people representing 144 local government authorities and were well-received by the participants.

Changes to the Board

The start of 2000 also signalled the retirement of two long-serving members of the Board (formerly the Archives Authority): Mr Karl Schmude (University Librarian, University of New England and Deputy Chairperson of the Authority/Board from February 1996) and Mrs Gabrielle Kibble (Chairperson of Sydney Water and former Director-General of the Department of Urban Affairs and Planning).

Three new members have been appointed to the Board:

- Dr Gul Izmir, Executive Director, Resource Allocation, The Treasury (representing State government agencies)

- Ms Sue Sinclair, Director, Corporate Services, Roads and Traffic Authority (representing declared authorities)

- Mr Peter Tinslay, Director, Antique Bookshop (representing the private sector).

Government Recordkeeping Manual

The *Government Recordkeeping Manual* received a Bronze award in the ethics category of the 1999 Premier's Public Sector Awards. This category is for 'achievements in promoting shared responsibility for ethical performance and a commitment to integrity, leadership, openness and accountability'. This award complements its Phyllis Mander Jones Award for 1998.

The three-volume manual is a compendium of best practice in recordkeeping, incorporating government-wide policies and standards with a range of practical guidance and advice. The third volume, 'Procedures for Public Offices' was distributed in August 1999. The manual is available on our website at *www.records.nsw.gov.au.*

Better services to regional NSW

In December 1999 the Premier announced an exciting new initiative which will improve access to our holdings by people in rural and regional NSW. Thirty-nine community access points across the State, mostly based in public libraries, are being established to hold a new archives resources kit.

The kit comprises microform copies of the most-heavily used of our colonial holdings, including the former Genealogical Research Kit, covering core shipping, convict, land and occupation records, and the records of the Colonial Secretary to 1825, plus a new CD-ROM of the Concise Guide, other finding aids and explanatory materials and links to online resources. In the longer term, the initiative will involve digitising selected records and making these available on our website. State Records is funding the initiative entirely from the proceeds of its commercial activities.

Accommodation

By the time readers see this, our new Stage 5 building to house 80kms of archives at the Western Sydney Records Centre will have been completed. We will have started work on a new conservation laboratory and accommodation for staff relocated from our site in the Sydney CBD. The latter will be in the middle of refurbishment, which is due to be completed in the second half of 2000. This has necessitated the temporary relocation of the City Search Room to another level of the building.

Services to indigenous researchers

In March 1999, Ms Kirsten Thorpe was recruited to State Records as part of the Indigenous Cadetship Project – Aboriginal and Torres Strait Islander

Recruitment and Career Development Strategy. The Strategy is an agreement between the Department of Employment, Workplace Relations and Small Business, the ASA and the Australian Library and Information Association (ALIA). Kirsten is currently studying at Edith Cowan University.

Kirsten has undertaken a number of tasks in respect of indigenous communities since she started with us. This has included assisting researchers in the City Search Room, conducting talks for groups and presenting sessions at the workshops we operate with the Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) and the University of New South Wales Centre for Community History in regional areas.

University of Sydney Archives and Records Management Services

Correspondent: Judith Russell

Partly in response to legislative imperatives and partly as a University initiative to improve recordkeeping throughout the University and implement continuum management, the University Archives and Central Records Office at the University of Sydney were integrated as from 1 January 2000. Tim Robinson, formerly Manager, University Archives, heads this new combined unit known as Archives and Records Management Services (ARMS).

The Archives at the University of Sydney were established in 1954, the first university archives in the country. With Archives staff engaged on other business – reviews, handling of Freedom of Information applications and reporting, records surveys, training, privacy audits, etc – the Archives now requires appointments to be made by researchers. The traditional role of University Archivist has gone with the title. Now the Manager, Archives and Records Management Services, has a range of responsibilities covering the full information management spectrum.

Apart from a restructure of the recordkeeping area, a strategic plan and operational plan have been developed. To address the variety of projects arising from the plans, a number of working groups have been established with participants from ARMS. The projects include thesaurus development, electronic documents management, disaster recovery and planning, website development and a vital records plan. As part of the restructure a number of positions within the new unit have been reclassified with new duty statements reflecting the changing role of the recordkeeping in the University. We are heavily into staff development at the moment with staff undertaking both in-house and external training. In some cases participation in the working parties is in itself a staff development exercise.

We are soon to implement a new records system (TRIM) and will be moving to electronic document management and web-based access. We will also be replacing the old subject-based University thesaurus with Keyword AAA, modified to include functional terms.

While the two 'arms' of ARMS are now linked structurally, practically and theoretically, they are, and probably will remain, in two separate locations and in different buildings. The Manager will be overseeing the whole operation and providing professional guidance and support to both records management staff and the University community. In addition he will be carrying out his usual activities representing the Archives on a number of committees and working parties.

It is becoming increasingly common for recordkeeping professionals in universities to have a variety of responsibilities, particularly relating to access matters such as freedom of information and privacy. These responsibilities provide a peculiar kind of pressure because of the need to meet legislated deadlines and to ensure that procedures, which are not always clear or definitive, are followed. Archivists have always had responsibilities for protecting the rights of individuals, especially those relating to personal information. However, in the past these matters were handled in a more informal, even subjective way. Now legislative bodies have competing priorities and sometimes contradictory dictums. For example, in New South Wales we have separate State Records, Freedom of Information and Privacy Acts which all relate to the handling of information but which conflict with each other in some small but important ways. Even if the recordkeeping professional has not had all these responsibilities included in their statement of duties, they must at least be aware of them so that they can meet compliance. If staff do have these responsibilities, as we do, then we have to ensure that we are conversant with the most current legislation, undertake training, participate in focus groups and so on. Sometimes we find ourselves carrying out a quasi legal or para legal role within the organisation.

Despite all the above distractions, the University Archives still managed to provide an increased level of service in 1999. We had 139 researchers in the Search Room to whom we issued over 1500 items. In addition we conducted research in response to 149 written and 293 email/telephone enquiries. Most of the reference work was undertaken by Renata Mancini employed on a casual basis three days a week, but fortunately we have received special funding to employ Renata for at least the next six months full-time. Robyn Gurney is still employed as project archivist working on the papers of Professor John Anderson. This project is funded from the estate of the late Professor Anderson and is scheduled for completion in April.

Records Management Services staff are presently all engaged on activities within their own area, including routine records management activities and intensive training, but once a number of projects have been completed we do anticipate some movement between the two areas. Naturally the Archives branch will always employ qualified archivists to manage professional activities in the office.

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Photographic database

As part of the Archives and Central Records' Electronic Document Management System project currently underway, the University Archives has recently converted information relating to over 20,000 photographs into the document management system TRIM. Previously, most of the information was held on an outdated menu driven database with limited search capability, and the remainder was accessible only through index cards. With some manipulation of the available fields offered by TRIM, we were able to convert all existing electronic information into the system, with the added benefit of the inclusion of several new fields. It is envisaged that the data entry of the 7,000 additional photographs currently controlled by index cards will be completed by 2001.

New disposal schedule

Earlier this year, Archives and Central Records published a revised version of its popular Disposal Schedule for Faculties, Centres, Units and Departments. The booklet allows staff outside the Central Administration to sentence many common departmental records. Since its release the Archives has received requests for copies from other Universities looking to provide a similar service to their Faculty staff.

Digitising of records relating to John Curtin

Recently, the University Archives was approached the John Curtin Prime Ministerial Library to discuss the possibility of digitising relevant records for inclusion in JCPML's Electronic Research Archive (ERA). Three items were identified as being particularly appropriate, all relating to the University of Western Australia's Diploma of Journalism and dating from 1918 to 1933. These records will be digitised in February 2000 and will be available for viewing at *john.curtin.edu.au*.